



Chef

Grade: SCP 20
Responsible to: Headteacher / Senior Catering Link / Catering Manager

Overall Objectives of the Post

To work under the instruction / guidance of senior staff and the Catering Manager to prepare and serve healthy and nutritious meals to all pupils and staff.

To ensure the day to day running of the school kitchen is to Bishop Chadwick Catholic Education Trust standards, whilst following the Chadwick's Kitchen brand guidelines as set out the Trust.

Key Responsibilities

- To supervise all relevant personnel within the catering operation
- To complete all relevant administration, purchasing, stock control, staff rotas and financial processes in accordance with Trust procedures and standing orders
- To prepare and produce relevant food and beverage in line with customer requirements and legislation
- To pro-actively work in partnership with all stakeholders to promote healthy eating and sales
- To ensure that the correct audit and financial procedures are completed
- To prepare and produce a choice of meal to the agreed standards, of customer requirements and legislation
- To ensure good kitchen practices and cooking methods are observed
- To organise and liaise with the Catering Manager in relation to catering for special occasions
- To maintain a high standard of personal and kitchen hygiene
- Responsible for the supervision, motivation, performance and development and discipline of relevant employees, in accordance with the procedures of Bishop Chadwick Catholic Education Trust
- Complete induction training with relevant staff and liaise with the Catering Manager and People Team in relation to the identification and delivery of on-site training
- Complete and comply with all administration processes, maintain training, cleaning and financial records and ensure compliance with procedures

- Ensure all defects in plant and equipment are reported and recorded in accordance with procedures
- Produce the meals on the menu to achieve the required financial targets in consultation with the Catering Manager giving due regard to customer demand, quality and portion control
- Complete an accurate and timely stocktake and provide the Catering Manager with regular trading information to an agreed timescale
- Maintain good communication links and working relationships with all staff and customers and ensure that the appropriate customer complaint/compliments procedure is observed
- Ensure that the policies of the venue and legislation are implemented with regard to menu choice, selection and meal provided to a customer
- Actively promote meal up take through the preparation, production and presentation of all foods to the highest standard
- Ensure that the outlet complies with ISO9001 :2000 Quality Standard in accordance with the Catering Services Operational Processes Manual
- The post holder must wear the appropriate uniform as provided and where applicable
- Undertake management duties on a rotational basis within any other area of the catering organisation as deemed commensurate with the grading of the post.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.